

# Application for water supply works approval, and/or water use approval

## How-to-guide

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This guide is for the application for water supply work approvals and water use approvals. Water supply work approvals authorise a holder to construct and use a specified water supply work. Water use approvals authorise a holder to use water for a particular purpose, such as irrigation.

### INTRODUCTION

This guide is provided to assist you in completing the [Application for approval for water supply works, and/or water use](#). This form must be completed to obtain a water use or water supply works approval under section 92 of the *Water Management Act 2000 (WMA)* or to apply to change or remove a condition of an existing water use or water supply works approval.

A water supply works approval allows you to install and operate a particular pump, bore or other water management work at a particular location. A water use approval allows you to use water for a particular purpose at a particular location (fill out this form only if you want approval to use water for irrigation or town water supply). It is important to note that water use, or water supply works approvals do not allow you to take water without a water access licence (WAL).

If you want to apply for approval for water supply works and water use on different properties, you will need to make separate applications. You should also refer to information on Dealings in water and Applying for a new WAL on the WaterNSW website which provides more information on water dealings.

### ABOUT THESE GUIDELINES

The Application for approval for water supply works, and/or water use has several parts (relating to the type of approval sought) and sections, which are divided into a series of questions. The questions are identified by a number on the left-hand side of the page, for example, B4, which is question 4 in section B.

This guide provides detailed explanations of each section and question to help you fill in the application form. We recommend you read this carefully before completing the application form. However, if you require further assistance, please contact WaterNSW.

### GENERAL INSTRUCTIONS

To make sure that your application is processed efficiently, please note these general instructions:

- use BLOCK letters as they are easier to read
- If there is not enough space on the form for all your information complete the answer on a separate sheet of paper and attach it to application form (remember to include this page when numbering your pages)
- ensure that you fully complete the form as all the information is necessary to verify and process your application – it may be rejected if all the information is not available for the assessment
- include the appropriate fee with your application – do not write credit card details on this form or any other correspondence you send to WaterNSW. We will contact you about paying the application fee over the phone for any credit card payments.
- your local WaterNSW office will be able to advise you on the current fee.

## PART 1 APPLICANT DETAILS

### SECTION A: APPLICANT DETAILS

In this section provide the details of the applicant/s for the approval.

**A1-4** The name can be a person's name or the name of a legal entity, such as a company or corporation, that is either the owner or legal occupier of the land to which the application relates.

**A5** Insert the Australian Company Number (ACN) if the application is by a company.

**A6-A7** Insert ABN and the position of the person who will represent the company as the holder the approval, if granted.

**A9-15** Insert the usual address of the applicant. If a corporation is applying, you should fill in the details of the contact person to whom all correspondence will be sent.

**A16-26** More than one person can hold one approval. This form makes provision for 2 applicants. If there are more than two applicants, please attach additional pages.

**A27** This is the total number of applicants on the approval and includes applicants listed on any additional pages.

### SECTION B: CONTACT PERSON FOR APPLICATION

These are the contact details of the applicant's representative. If a corporation is applying for an approval, you should fill in the details of the contact person to whom all correspondence will be sent.

### SECTION C: LAND OWNERSHIP

If you are applying for a water use or a water supply works approval where you are the owner of part of the land and the lawful occupier of the remainder then you will need to tick more than one of these boxes.

**C1** An owner of land is any person with freehold title to land.

**C2** To permit you to carry out the activities to be authorised by the approval, the term lawful occupation includes:

- an easement
- a power arising under legislation
- an agreement or other legally binding permission with the owner (e.g. a lease, a permissive occupancy or enclosure permit).

The agreement may be a specific authorisation or an appropriate clause in a general authority such as a lease. You must attach a copy of the relevant documentation, which includes:

- a) a letter from the owner authorising your occupation of the land to which the approval would apply
- b) evidence of an easement, a power arising under legislation or an agreement or other legally binding permission with the owner (e.g. lease, a permissive occupancy or enclosure permit).

**C3** Other – This could be if you are applying as a major utility, irrigation corporation, private irrigation board, private drainage board or private water trust, or as permissive occupancy.

All owners of the land or lawful occupiers, or their legal representative, must sign this application form.

### SECTION D: OTHER APPROVALS

**D1-D3** If your proposal has been granted consent from your local council, please provide the consent number in D3.

**D4-D6** You may require a separate approval or a property vegetation plan under the *Local Land Services Act 2013* if your proposal is for water use and involves clearing. If native vegetation clearing consent has also been granted, please provide the consent number. You do not need to fill in D4-D6 if your proposal only involves works.

### SECTION E: MAPS

A photocopy of a topographic map with hand-drawn property boundaries and features is acceptable.

## SECTION F: PRE-APPLICATION DISCUSSION

For complex proposals, we recommend that you have a pre-application discussion with a WaterNSW Regulation Officer where you can discuss the proposed activity, any likely impacts of the proposed activity, the application process, and what information you will be required to provide to WaterNSW.. Pre-application discussions can save you time by preventing delays in information gathering. To arrange for a pre-application discussion, visit [waternsw.com/licensing](http://waternsw.com/licensing).

## PART 2: WATER USE APPROVAL

If you are applying for a water use approval only, fill in Part 2, leave Part 3 blank and go to Part 4.

### SECTION H: PURPOSE

**H1** You should only fill out Part 2 if you want approval to use water for irrigation or town water supply. If you have any other purpose, contact your local office for advice.

**H3-H5** In some circumstances (for example, for basic landholder rights) it is not necessary to hold a WAL to apply for a water use approval. In most other circumstances, a WAL is required to use the water in the manner approved through the use approval. It is recommended that you check with WaterNSW about water availability before making an application if you are in doubt.

### SECTION I: LOCATIONS OF WATER USE

**I1-I10** Provide the location of the water use approval and the river location to allow references to relevant planning policies. That apply to the area. If the proposal will be located on more than one property, please mark them all clearly on a map and provide property details such as lot number etc. for each.

### SECTION K: INFORMATION MAPS

Attach maps to the application.

### SECTION L: SOILS

**L1-L4** For complex or potentially high impact proposals, you may be required to provide a soil survey.

### SECTION N: DRAINAGE MANAGEMENT

**N4-N7** Some activities such as applying pesticides also require consent from the Office of Environment and Heritage.

## PART 3: WATER SUPPLY WORKS

### SECTIONS O-S: WATER SUPPLY WORKS APPROVAL

If you are applying for a water supply works approval only, fill in the relevant sections O to S then go to the end of the form (Part 4) and sign the declaration. Mandatory metering conditions will apply to water supply works approval that meet infrastructure size thresholds. If you are applying for approval for multiple works, you only need to fill in the relevant section for each individual work.

If you are applying for more than one work of the same category (e.g. Groundwater works), you will need additional copies of the relevant section of the application. These copies should be attached to the application before it is submitted to WaterNSW. An Aboriginal Heritage Information Management System report and a Threatened Species Assessment report will be completed internally by WaterNSW and the Office of Environment and Heritage as a part of your application. Depending on the size of your proposal and its potential impacts, you may also be required to provide:

- a Species Impact Statement (if your proposal has potential impacts on threatened species under the *Biodiversity Conservation Act 2016*)
- a surveyed plan showing the proposed layout, dimensions and construction details of the work/s; or

- any other additional information about your proposal as required by WaterNSW.

If your proposed activity requires the clearing of native vegetation, you may require an approval under the *Local Land Services Act 2013*.

#### SECTION O: PUMPS - SURFACE WATER ONLY

**O4-O6** It is not necessary to hold a WAL to apply for a works approval. However, it is recommended that you check with WaterNSW about water availability before making an application.

**O7** If the proposal will be located on more than one property, or there is more than one work, please mark them all clearly on a map and provide property details such as lot number etc. for each.

**O9-O11** Mandatory metering equipment conditions may apply to surface water approvals. For metering information visit [waternsw.com.au/metering](http://waternsw.com.au/metering).

#### SECTION P: CHANNEL(S)

**P5-P7** It is not necessary to hold a WAL to apply for a works approval. However, it is recommended that you check with WaterNSW about water availability before making an application.

**P9** If the proposal will be located on more than one property, or there is more than one work, please mark them all clearly on a map and provide property details such as lot number etc. for each.

#### SECTION Q: EXTRACTION WORKS - GROUNDWATER ONLY

**Q7** See list of works at the end of this guide.

**Q9** Specify the proposed size of the work by reference to its outer diameter, such as the outer diameter of the casing of a bore. Mandatory metering equipment conditions may apply to groundwater approvals.

**Q10** If the proposal involves more than one work and/or more than one property, please mark them all clearly on a map and provide property details such as lot number etc. for each.

**Q11-19** WaterNSW needs to check that your proposed work will not extract from a river, damage a wetland, interfere with a neighbour's bore or extract contaminated groundwater.

**Q20** The proposed work must be carried out by a licensed bore driller. For information about licensed driller, please visit [waternsw.com.au/customer-services/driller-portal](http://waternsw.com.au/customer-services/driller-portal)

#### SECTION R: STORAGE WORKS - OFF RIVER

**R5-R7** It is not necessary to hold a WAL to apply for a works approval. However, it is recommended that you check with WaterNSW about water availability before making an application.

**R10** If the proposal will be located on more than one property, or there is more than one work, please mark them all clearly on a map and provide property details such as lot number etc. for each.

**R11** If the proposed work is to be on a floodplain, it may cause the redistribution of flood flows, which may have adverse environmental impacts and adversely affect surrounding landholders. WaterNSW is required to assess these aspects and may require you to redesign your proposal to mitigate any potential impacts and a separate application may be required.

#### SECTION S: STORAGE WORKS - IN RIVER

**S5-S7** It is not necessary to hold a WAL to apply for a works approval. However, it is recommended that you check with WaterNSW about water availability before making an application. In most circumstances you will require a water use approval and WAL to use the water.

**S8** See list of works at the end of this guide.

**S11** If the proposed work is to be on a floodplain, it may cause the redistribution of flood flows, which may have adverse environmental impacts and adversely affect surrounding landholders.

WaterNSW is required to assess these aspects and may require you to redesign your proposal to mitigate any potential impacts and a separate application may be required under the *Water Act 1912*.

**S12** Refer to information on farm dams for a method of calculating storage capacity on the WaterNSW website. WaterNSW may refer the application to NSW Fisheries, who may require a separate approval.

#### **SECTION T: PAYMENT OF APPLICATION FEE**

Specify how you would like to make the payment. If paying by credit card, please ensure the contact details are completed and we will call you to process the payment. Do not write your credit card details in the application form or on any other written or emailed correspondence to WaterNSW.

#### **SECTION U: DECLARATION**

Please ensure you understand your legal obligations before signing this document. Each of the approval applicants must fill in their name, followed by a signature and the date of signing. If the applicant is a company, insert the name of the company and the title or position of the company's signatory/representative. An independent witness is required to sign this section to verify that the position stated, is the position held by the signatory.

#### **SUBMITTING YOUR APPLICATION**

**Submit your completed form** by emailing [Customer.Helpdesk@waternsw.com.au](mailto:Customer.Helpdesk@waternsw.com.au).

If the application is complete and correct it will be registered on WaterNSW database and the fee processed.

You will receive an acknowledgment letter providing an application reference number and a receipt for the fee. The application will be delayed if it is incomplete or incorrect. WaterNSW will notify you of any delay or if further information is required.

If this information is not received within the specified time, WaterNSW will reject the application and return it with an explanation and the fee will be refunded.

#### **Need help?**

If you need further assistance, please contact our Customer Service Centre on **1300 662 077**, Monday to Friday between 8am-5pm or email [Customer.Helpdesk@waternsw.com.au](mailto:Customer.Helpdesk@waternsw.com.au)

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